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Land Use Planning Assistant

COMPANY NAME

CONTACT NAME

CONTACT INFO

POSITION OVERVIEW

To provide assistance and support to Land Use and Regional Planners in the research of applications for exclusion, inclusion, subdivision and non_farm use as well as proposed land use plans and bylaws.

RESPONSIBILITIES

- Carry out land use research involving the review and analysis of traditional hard copy and electronic maps (cadastral, soil, topographic, agriculture capability, ALR and other thematic maps), engineering drawings, air photos, previous and relevant applications, historical zoning and planning documents of the area, land title documentation (titles, covenants, easements, land transfers, etc.);
- Record details and ensure the accuracy of land use application data and carry out research using the Commission operational database (OATS). Land use data includes information pertaining to property size, location, ownership, land capability (quality), local government zoning and OCP designations as well as a record of prior decision making on lands that are the subject of new applications.
- Compile and summarize the land use application data as well as decisions of the Commission and prepare reports, maps and summaries in tabular and graphic forms suitable for inclusion in Commission reports.
- Participate in and support research related to review of community plans and bylaws.
- Participate in specials projects related to the research and preparation of communication and promotional materials about the Agricultural Land Reserve and Agricultural Land Commission.

REQUIREMENTS AND QUALIFICATIONS

- Registered in a recognized co_op program.
- Excellent written and oral communication skills.
- Strong analytical skills.
- Strong computer skills, related to word processing and spreadsheet application, preferably in a Windows environment.
- Internet and library research skills.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry.

NUMBER OF POSITIONS 1

SALARY

DEADLINE

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Environmental Team Leader

COMPANY NAME

CONTACT NAME

CONTACT INFO

POSITION OVERVIEW

We are currently seeking energetic, organized, and mature candidates for the interim position of Environment Team Leader to assist in the delivery of the annual City of Surrey Salmon Habitat Restoration Program (SHaRP). We will provide in-house training throughout the term of employment.

The position will be for approximately 17 weeks and will be based out of the SHaRP office located in Surrey, BC.

RESPONSIBILITIES

- Collaboration with other post-secondary students to implement environmental initiatives that will enhance streams and riparian areas within the City of Surrey
- Management and supervision of field crews consisting of 4-8 high school students
- Environment-focused education to City residents and businesses
- Completion of field activities such as fish habitat assessments and restoration, and water quality sampling
- Contribution to reports, participation in community events, and organization of daily activities

REQUIREMENTS AND QUALIFICATIONS

- Strong work ethic and self-starter, able to effectively manage multiple priorities, and adapt to change within a fast-paced environment
- Ability to work collaboratively in a team environment while exercising judgment and a high level of Professionalism
- Currently enrolled in a post-secondary degree or diploma program
- Experience or training in the following disciplines would be an asset:
 - Fish habitat enhancement and restoration
 - Riparian and invasive plant identification and management
 - Water quality sampling
 - Environmental management
 - Agricultural or environmental stewardship
- Strong leadership skills
- Excellent written, and verbal communication skills with the ability to communicate effectively and in a friendly and professional manner
- Ability to participate in a moderate to high range of physical work
- Ability to work various shifts (including evenings and occasional weekends)
- All applicants must have a valid British Columbia Class 5 driver's license
- Criminal record check clearance

NUMBER OF POSITIONS 1

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Engineering Assistant - Green Programs and Services

COMPANY NAME

CONTACT NAME

CONTACT INFO

POSITION OVERVIEW

This independent summer student position involves both field and office work in the Utilities section of the Engineering Department. A variety of tasks will be conducted related to the promotion of the city's Green Programs and Services as they relate to garbage, recycling, green waste and water conservation.

RESPONSIBILITIES

- Attending various community events to engage residents and promote the city's Green Programs and Services;
- Working with city's Communication staff to develop and implement a social media campaign to promote Green Programs and Services;
- Developing, coordinating and delivering presentations to various community groups related to the city's Green Programs and Services;
- Conducting targeted outreach to improve recycling at multi-family complexes;
- Assisting with the roll-out of the city's new 'unwaste it.' program at public facilities;
- Facilitating free sustainable gardening workshops.

REQUIREMENTS AND QUALIFICATIONS

- Excellent written and verbal communication skills;
- Strong customer service skills;
- Skilled in the use of a computer, including desktop publishing, as it relates to the work;
- Ability to work independently with minimum supervision;
- Available for shift work including days, evenings and weekends.
- A valid Class 5 BC Driver's License is required.

DESIRABLE ASSETS

- Preference given to applicants currently enrolled in an undergraduate or diploma program with a focus on environmental studies, geography, communications or education;
- Experience in similar outreach programs for non-profit societies or local government would be an asset;
- Ability to speak a second language, specifically Punjabi, would be an asset.

NUMBER OF POSITIONS 1

SALARY

DEADLINE